

Command Inspection Program
266th Finance Command
Assessment

As of 15 February 2005

AREA: PHYSICAL SECURITY	PROGRAM: SECURITY MEASURES
INSPECTOR: Mrs. Rodriguez	INSPECTION DATE:
INSPECTOR PHONE: 379-5182	PREVIOUS INSPECTION DATE:
BATTALION INSPECTED:	BATTALION POC:

#	Questions	YES	NO	N/A	Remarks
	REFERENCES: a. Physical Security UPDATE 10-3 (AR 190-13, AR 190-51) dated: 30 Sep 93 b. AE Reg 190-13, The USAREUR Physical Security Program, dated 23 October 2003 c. DoD Financial Management Regulation, 7000.14, Volume 5, Chapter 3, dated August 1999				
	STRUCTURE SECURITY				
1.	Do doors provide the degree of security required by the appropriate risk level? (AR 190-51, App B, para B-2a)				
2.	Are exposed door hinge mounting screws and hinge pins spot welded, covered, or filled with material in a way to prevent easy removal? (AR 190-51, App B, para B-2a (1) (a))				
3.	Are doors to the exterior secured with a dead bolt, crossbar, or other authorized locking device? (AR 190-51, App B, para B-2a (1) (c))				
4.	Are all first floor openings except doors, in excess of 96 square inches, that are located less than 12 feet from the ground level, barred, grided, or covered with chain link material in a way to prevent easy removal? (AR 190-51, App B, para B-2b)				
5.	Are walls, floors, and ceiling constructed properly to provide adequate security as required by appropriate risk level? (AR 190-51, App B, para B-2c and B-2d)				
6.	Is the cage, room, or counter enclosure where transactions are conducted constructed in a manner which will provide a physical barrier to normal traffic and is the work area conspicuously marked "AUTHORIZED PERSONNEL ONLY" (DOD 7000.14, Vol 5, Ch 3, Sec 0303, 030302 B 4)				
7.	Is the vault, safe, or container visible from the				

	exterior of the office? If so, is the container illuminated? (DOD 7000.14, Vol 5, Ch 3, Sec 030302 B12)				
	ADMINISTRATION				
8.	Has the unit commander appointed a physical security officer in writing? (AR 190-51, para 1-4e (4))				
9.	Has the unit developed a security plan that outlines procedures for proper control and accountability of assets? (AR 190-51, para 1-4e(5))				
10.	Does the unit have a copy of the last physical security inspection on hand? (AR 190-13, para 2-12)				
	ADMINISTRATIVE KEY/COMB CONTROL				
11.	Has a primary and alternate key and lock custodian been appointed in writing? (AR 190-51, App D, para D-2)				
12.	Is a key / lock inventory being maintained which depicts a list of all keys / locks, key / lock serial numbers, location of locks, and the number of keys maintained for each lock? (AR 190-51, App D, para D- 6d)				
13.	Are locks and keys identified by serial number? (AR 190-51, App D, para D-6e)				
14.	Are keys issued using a key control register (DA FM 5513-R)? Is the key control register secured in a locked container that does not store classified material to which access is controlled? (AR 190-51, App D, para D-3)				
15.	Are locks and keys inventoried by serial number semiannually, and the inventory kept on file until the next inventory? (AR 190-51, App D, para D-6b)				
16.	Are master key systems used only when permitted? (AR 190-51, App D, para D-5a)				
17.	Are Keys stored in a lockable container such as a safe, filing cabinet or a key depository made of at least 26 gauge steel equipped with a tumbler type locking device and permanently affixed to the wall? (AR 90-51, App D, para D-4a)				
18.	Is the key control container located in a room where it is kept under 24-hour surveillance or in a room that is locked when unoccupied? (AR 190-51, App D, para D-4b)				
19.	Are padlocks, which are not in use secured in a locked container with their keys, and is access to the container controlled? (AR 190-51, App D, para D-5c)				
	ADMINISTRATIVE CONT.				

20.	Are locks being replaced or re-ordered when it is determined that a key is missing, lost or stolen? (AR 190-51, App D, para D-6c)				
	SAFEGUARDING /ACCOUNTING FOR / AND INVENTORIES OF FUNDS				
21.	Has the commander appointed cash verifying officers? (DOD 7000.14, Vol 5, Ch 3, Sec 0302, para 030201B)				
22.	Do cash verification teams consist of disinterested persons? Are they provided with training and written instructions? (DOD 7000.14, Vol 5, Ch 3, Sec 0302, para 030201 B & C)				
23.	Are written results of the cash verification maintained on file? (DOD 7000.14, Vol 5, Ch 3, Sec 0302, para 030201D)				
24.	Are public funds secured in a vault safe or other adequate secure facility (strong box) in which classified material is not stored? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302A 1.)				
25.	Are disbursing officers, deputies, agents, cashiers and or custodians provided with a separate secure container (vault, safe etc.)? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B)				
26.	Does the disbursing officer or designated representative conduct semiannual inspections of office security measures and maintain a record of such inspections? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B)				
27.	Are safes/vaults accessible only to authorized personnel and are keys to vault day gates controlled by authorized personnel? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B1)				
28.	Is access to the working area marked "Authorized Personnel Only"? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B4)				
29.	Are transactions conducted from a cage, room or counter enclosure, constructed in a manner which will provide a physical barrier to normal traffic and a minimum of interference by other activities and personnel of the office? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B4)				
30.	Is cash, blank treasury checks, blank U.S. savings bonds, blank depository checks, and related items secured in a vault/safe that meets the minimum-security requirements? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B 10 and Sec 0303, para 030305 A & B)				
31.	Are all fund containers that are either on rollers or weigh less than 750 lbs stored in a vault or secured				

	in such a way as to prevent movement? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B 11)				
32.	Are combinations and duplicate keys for each strong box placed in a sealed, signed, and dated envelop by the accountable individual and are combinations/keys stored in the DO safe? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B 13)				
33.	Is the combination and /or keys to the DO safe stored in a safe by the commander, security officer, or other designated official for retention and are these combination(s)/ and or keys used only in emergencies ? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para B 13)				
34.	Are combinations to all vaults, safes and fund containers changed every six months, upon relief, transfer, separation or discharge of the accountable individual? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B13)				
35.	Is SF 700 (Security Container Information) being used to record the combination to locks on vaults, safes and security containers? Is part 1 of the form affixed to the inside of the container? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B 14)				
36.	Is SF 702 (Security Container Check Sheet) and SF 701 (Activity Security Checklist) used as appropriate to assist in the control and proper safeguarding of public funds, safes, vaults and containers? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030302 B 16)				
37.	Is the cash vault/room protected by an IDS? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030303 A)				
38.	Does the cash vault / room have at least two types of detection sensors with different methods of activation? (DOD 7000.14, Vol 5, Ch 3, Sec 0303, para 030303 B)				
39.	Is the IDS tested at least every six months for proper operation and a record of the tests maintained? (DOD 7000.14, Vol 5 Ch 3, Sec 0303, para 030302 B 18)				
40.	Is the protected area posted as a restricted area and in English and the host nation language? (AR 190-13, para 2-9)				
41.	Does the IDS have a four hour back up power supply? (AE 190-13, para 6-12e)				
42.	Are two signs, one in English and the other in the host nation language, prominently posted indicating the facility is protected by an IDS? (AE 190-13, para 3-11a (7) and AR 190-13, para 4-10 (4) (b))				

030305. Storage Container Requirements

A. Currency and Negotiable Instruments. The following subparagraphs prescribe the minimum requirements for storage of currency and negotiable instruments. DoD Component security and resource protection programs should ensure compliance with these minimum requirements. Previously approved storage containers currently in use may continue to be used.

1. Under \$7,500. The commander shall establish fund container requirements. Any of the security containers or burglary resistant safes listed in paragraph 3030304 of this section may be used. Additionally, the Naval Sea Systems Command may designate specific containers which may be used onboard Navy ships.

2. \$7,500 - \$50,000. A security container that carries a Class 1 or Class 5 rating or a burglary resistant safe carrying at least an Underwriters' Laboratories classification of Tool-Resistant Safe, TL-15, and having a Group 1R combination lock, should be used.

3. \$50,000 - or more. A burglary resistant safe or vault carrying at least an Underwriters' Laboratories classification of Tool-Resistant Safe, TL-30, and having a Group 1R combination lock, should be used.

B. Other Than Currency and Negotiable Instruments. Blank checks and bonds, signature plates, paid vouchers representing cash (collection or disbursement vouchers which have been processed but have not been included as a net disbursement in the daily or monthly, as appropriate, financial reports to the servicing DFAS center), other disbursing records and documents, and personal valuables as defined in paragraph 270102 held for safekeeping shall be stored in a security container carrying at least a Class 1 or Class 5 rating or a burglary resistant safe or vault. Additionally, the naval sea systems command may designate specific containers which may be used on board navy ships.

AREA: PHYSICAL SECURITY	PROGRAM: MOTORPOOL
INSPECTOR: Mrs. Rodriguez	INSPECTION DATE:
INSPECTOR PHONE: 379-5182	PREVIOUS INSPECTION DATE:
BATTALION INSPECTED:	BATTALION POC:

#	Questions	YES	NO	N/A	Remarks
1.	Has a risk analysis been conducted on the facility to determine the level of physical-security measures required?(AR 190-51, para 2-2)				
2.	<i>Are vehicles secured with a locking mechanism when vehicles are parked and unattended? (AR 190-51, para 3-5b)</i>				
3.	When Army vehicles are not in use, are they parked in a motorpool protected by a perimeter fence or dedicated guards? (AR 190-51, para 3-5d)				
4.	Is the perimeter fence constructed in accordance with FM 19-30? And is the fence adequately repaired? (AR 190-51, para 3-1d / FM 3-19.30 para 4-7)				
5.	Are doors locked and windows closed when the vehicle is not in use? (AR 190-51, para 3-5b)				
6.	Are BII & components stored in locked equipment boxes or separate container when not in use to prevent unauthorized removal or pilferage? (AR 190-51, para 3-5b)				
7.	Are authorized lock sets used to secure vehicles? (AR 190-51, para 3-5b; TB9-2300-422-20)				
8.	<i>Is a key control register maintained on ignition keys and other keys for securing motor vehicles? (AR 190-51, Appx D)</i>				
9.	Does the Battalion SOP establish procedures for the dispatch of military vehicles? 266 FINCOM SOP				
10.	Are tools and other pilferable items marked IAW Appx C. AR 190-51?				
11.	Are OVM boxes and spare tires secured properly? (AR 190-51, para. 3-5c (3))				
12.	Are vehicles properly locked while parked to include chain and padlock on steering wheel? (AR 190-51, para 3-5b)				
13.	<i>Is access to keys for motor vehicles protected from unauthorized access? (AR 190-51, Appx D)</i>				